

## GENERAL INFORMATION FOR SBI SPECIAL AGENT POSITIONS

8-1-06

FOR INFORMATION ONLY

FORM HR-8

Thank you for your interest in employment with the **State Bureau of Investigation**. You have chosen to apply as a Special Agent with the premier law enforcement agency in North Carolina. This profession is not only challenging, but can be both exciting and personally rewarding.

All applicants will receive consideration and equal treatment without regard to race, religion, color, national origin, age, sex, political affiliations, non-disqualifying physical or mental disability, or other non-merit factors. The SBI is an Equal Opportunity Employer.

### ABOUT THE STATE BUREAU OF INVESTIGATION

The State Bureau of Investigation was organized by Legislative Act in 1937. In 1939, it became part of the Department of Justice, under the direction of the Attorney General. Today it is the leading criminal investigative agency in state government and is highly respected. The SBI is a nationally accredited state agency by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the SBI Crime Laboratory is also nationally accredited by the American Society of Crime Laboratory Directors (ASCLD/LAB), making it one of the few state agencies holding both accreditations. The Raleigh Laboratory is the first crime lab in the country to be fully accredited by ASCLD-LAB in digital evidence.

The North Carolina General Statutes define the mission of the State Bureau of Investigation as securing a more effective administration of the criminal laws of the State by:

- investigating crimes, identifying and apprehending criminals, and preparing evidence for use in criminal courts;
- scientifically analyzing evidence;
- exercising original jurisdiction in specified criminal matters; receiving and collecting criminal justice information for purposes of comparison, classification, and dissemination, statewide and nationally; and
- conducting surveys and studies relating to criminal conspiracy, crime trends, and crime prevention

The major function of the SBI is to serve and protect the citizens of North Carolina by responding to requests for assistance from local, state, and federal law enforcement agencies in major case investigations and to work jointly with prosecutors, judges, and district attorneys. The duties and responsibilities of a Special Agent include: conducting interviews, interrogations, and surveillance; collecting and analyzing evidence; providing courtroom testimony; working undercover; and managing and organizing a caseload of criminal investigations.

SBI Headquarters is located in Raleigh, North Carolina. The SBI Crime Laboratory is also located in Raleigh with a Western Regional Laboratory in Skyland. There are eight (8) field district offices located throughout the state. For more information, you may visit our internet web site at: [www.ncdoj.com](http://www.ncdoj.com)

### NC DEPARTMENT OF JUSTICE – POLICY FOR AN ALCOHOL & DRUG FREE WORKPLACE

It is the policy of the North Carolina Department of Justice that all employees shall have the right to work in a place which is free of alcohol and drugs. This policy was established to ensure the safety and well-being of employees of the North Carolina Department of Justice as well as the general public. All employees of the Department of Justice including permanent full-time, trainee, permanent part-time, permanent hourly, and temporary will be covered by this policy.

It is the responsibility of management, supervisors and employees to become familiar with the expectations of the Department and to comply with the provisions of this policy. Alcohol and drug abuse are legitimate concerns of management when they impact the work setting. Such abuse can directly affect the safety, productivity and general well-being of everyone concerned. In the event of a conflict between the provisions of this policy and related federal law or policy, the federal law or policy shall always prevail.

### SBI SPECIAL AGENT SELECTION PROCESS

Senate Bill 886 was ratified during the 1997 legislative session, amending Chapter 126 of the State Personnel Act, to provide for the open, fair, and non-political selection of the most qualified applicant for state government employment.

The **Agent Application Packet** provides an overview of the SBI along with the requirements of the position. Failure to return the completed documents and forms in the Agent Application Packet within the recruitment time period will disqualify you from the application process. Applicants will not be rejected because of omissions or deficiencies that can be corrected within the recruitment time period. The recruitment time period will be established as vacancies occur. SBI vacancies are listed at the following locations: DOJ Human Resources Section @ [www.ncdoj.com](http://www.ncdoj.com) and the Employment Security Commission offices, colleges, universities, and in most public libraries.

**Truthfulness** during the entire process is imperative. Any intentional false statement or willful misrepresentation will result in disqualification. In addition, false information or documentation, or a failure to disclose relevant information may be grounds for rejection of the application, disciplinary action or dismissal and/or criminal action if the applicant is hired. If employed as a result of fraudulent disclosures provided to meet position qualifications, dismissal is mandatory. (N.C.G.S. 126-30 and 14-122.1). In addition, the NC Criminal Justice Education and Training Standards Commission has the authority to initiate an investigation and, if necessary, revoke a law enforcement officer's certification based on willful misrepresentation on the Personal History Statement (Form F-3).

The **duration of the selection process** is approximately four to six months. In conclusion, we would like to remind you that not all applicants can be hired due to the limited number of vacancies that occur at any given time. If you are not selected at this time, you may reapply when future vacancies are posted. Applications do not remain on file from one recruitment time period to the next. From the qualified applicants, selected individuals may be offered some or all of the following:

- **Preliminary Inquiry**
- **Interview and In-Basket Exercises**
- **Comprehensive Background Investigation**
- **Submission of Fingerprints**
- **Conditional Offer of Probationary Employment**
- **Polygraph Examination** – The scope of questions during pre-employment polygraph screening relate to life experiences in areas referenced in the Personal History Statement (Form F-3) and drug related questions.
- **Psychological Evaluation** – Law Enforcement Pre-Employment
- **Medical Examination** – Includes Physical Examination, Urinalysis Drug Screening and completion of the Criminal Justice Education Training and Standards Commission Medical History Statement (Form F-1) and Medical History Report (Form F-2)
- **PT-Assessment** – includes flexibility test, sit-ups, push-ups and 1.5 mile run
- **Letter of Employment**

Applicants not selected will receive either of the following:

- **Letter of notification**
- **Letter Rescinding Conditional Offer of Probationary Employment**

**SALARY**

Salaries for Special Agent positions depend upon the type of assignment (field or laboratory), and are based upon training, experience and internal equity. Subsequent salary progressions are associated with the length of trainee status and are dependent upon satisfactory performance in the area of assignment.

<b>SBI SPECIAL AGENT ACADEMY</b>
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All trainees will attend the SBI Special Agent Academy lasting approximately three months.

The SBI Special Agent Academy is conducted by the SBI Training Section at the campus of the NC Justice Academy in Salemburg, North Carolina. Curriculum includes a wide variety of basic and advanced academic and investigative topics including, but not limited to: officer safety and survival, firearms, defensive tactics and physical fitness training.

The physical fitness training is a combination of fitness and wellness training designed to prepare the trainees to perform certain job related tasks. Applicants are encouraged to consider their current level of fitness as it relates to a career in law enforcement. The Police Officer Physical Abilities Test (POPAT) is a standardized, timed, continuous sequence of actual and simulated task events that measure basic individual abilities directly related to law enforcement.

Successful completion of the SBI Special Agent Academy and attendance at the graduation ceremony is required. Sworn status as a Special Agent is awarded upon taking the Oath of Office at the SBI Special Agent Academy graduation ceremony.